



Job Description

Parks and Recreation Internship

<u>Department:</u>	Parks and Recreation
<u>Immediate Supervisor:</u>	Parks and Recreation Supervisor
<u>Positions Supervised:</u>	N/A
<u>Salary:</u>	\$15.50/Hr. Lodging and transportation to and from Bristol Bay Borough will be provided by the Borough.
<u>Period:</u>	<u>Spring Semester.</u> Approximately January to May. (Applications also accepted on a continuous basis for Summer and Fall semesters as well.)

Qualifications:

- *Must have a valid driver's license and pass background and drug test.
- *American Red Cross Lifeguard certification, including First Aid/CPR/AED not required for selection, but **MUST** be acquired prior to arriving in Bristol Bay.

General Duties:

- *Provide exceptional customer service to all patrons and guests.
- *Assist in Operations Management of the Kvimarvik Pool.
- *Perform shifts as a Lifeguard.
- *Assist with management of non-aquatic recreation programs and events.
- *Assist with teaching swim lessons and/or coaching a swim team.
- *Perform general maintenance and cleaning of the Kvimarvik Pool.
- *Maintain a pleasant and safe atmosphere at the Kvimarvik Pool.
- *Other duties as assigned.

Internship Specific Duties:

- *Review programs and current schedules and make recommendations for modification.
- *Develop and organize (2) special events or propose (1) recreation program, while providing a stability plan for post-internship to ensure the program's long term success.
- *Work 40 hours per week. Shifts and times will vary from day to day as event and program needs require.
- * May conduct one (1) Lifeguard Course for Bristol Bay Borough during the internship period, if the selectee is a current lifeguard instructor.

Application Information

Individuals interested in applying for the Parks and Recreation Internship with Bristol Bay Borough should submit the following:

- *Resume. (Include any pertinent volunteer, part-time or full-time recreation related experience.)
- *Cover Letter.
- *(2) Letters of Recommendation.

Other Information

- *The agency may arrange for selected individual to attend a Lifeguard Instructor course prior to the beginning of the internship, if the selected individual is a current lifeguard.
- *Student can travel to state parks and recreation conference in the FALL semester.

**Please submit applications either by mail or e-mail.
Bristol Bay Parks and Recreation Department
Attn: Donnie Wood, Parks and Recreation Supervisor
470 School Rd
Naknek, AK 99633**

E-mail applications can be sent to Dwood@bbbak.us

Please contact the Bristol Bay Parks and Recreation Department at (907) 246-7665 or by e-mail if you have any questions.

Applications accepted throughout the year. The borough may create closing dates for each semester, if necessary. All mailed applications must be postmarked by the closing date, if specified.

